

*Office Memorandum*

UNITED STATES GOVERNMENT

TO : Chief, Plans &amp; Policy Staff/TR

DATE: 4 April 1956

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report #14

I. SIGNIFICANT ITEMS:

- A. New Table of Organization for the Office of Training - The Personnel Section has completed the revision of the T/O preparatory to submission to the DD/S through the Management Staff. This action will reduce the T/O to coincide with the approved OTR ceiling.

II. OTHER ITEMS:

- A. Report on External Training of Separated Employees - The Report on External Training received by CIA employees separated during February 1956 was forwarded to the AD/TR on 2 April.

- C. Space - The Russian Language course of LETS was moved from  to the second floor, Quarters I. This completes the evacuation of OTR activities

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